Job Title: Facilities Maintenance Worker III

Department: Municipal Services

Immediate

Supervisor: Facilities Maintenance Superintendent

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Acts as a lead worker as direated andat the job site in the maintenance and repair of all City-owned buildings. Performs plumbing, electrical, carpentry, HVAC and general repairs on buildings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	Н	Maintains buildings by performing needed repairs in plumbing, electrical, air distribution systems, and carpentry.
2	L	Assists in maintaining computer programs that deal with energy management, facilities security, and work orders requests
3	L	Provides leadership on tasks within their work disciplines and knowledge skills. Manages assigned Facilities Division programs (standby generator, building fire protection, backflow systems, and HVAC preventive maintenance programs). When called upon may be responsible for purchasing for the division, and coordinates work schedules. Responsible for oversees parts inventory for their work discipline and other maintenance areas.

JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, must possess a journey level certification in one or more of following fields: HVAC Plumbing Mechanical Electrical Carpentry
Reading	Work requires the ability to read work orders, instructions, blue prints, books, general correspondence, memorandums, letters, questionnaires.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write questionnaires, work orders, reports.
Managerial	Semi-Complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Dhysical	Frequency Code	Description:	Physical	Frequency Code	Description:
Physical Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☐ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	□ Computer keyboard □ Telephone keypad □ Calculator □ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders □ Step stools ⊡ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O ⊠ F □ C	☐ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R □ O ⊠ F □ C	☑ On ladders☑ On equipment☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground ☑ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R ☑ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☐ Under equipment ☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Hand and power tools, hand saws, drill			ools, c	chainsaw,	wire stripers,	crimpl	ing tools, furn	iture d	ollies, hand
trucks,					-		_		
Pipe wrenches, channel locks, wire cutt	ers, win beep, p	ipe bender							
Fax machine, copier, telephone.		-							
Computer Equipment and S	oftware:								
Computer, printer, Microsoft Word, Ex	cel, Lotus notes.	, Microsoft Wir	ndows	and Office	ce Software,	Internet	. Facilities wo	ork ord	er software
Environmental Factors:									
Environmental Condition	ons	Never	Sea	sonally	Several T Per Mor		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes fr work)	rom outside				×				
Wetness and/or humidity (bodily discomfort from moisture)				×					
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)				X				
Noise and vibration (sufficient to cause hearing loss)				×					
Physical hazards (high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	, aggressive						X		
Health and Safety Condition	ıs:								
Health and Safety Conditions	N = Never	R = Rarel	у	O = Oc	casionally	$\mathbf{F} = \mathbf{I}$	Frequently	C =	Constantly
	Never	Less than		1/3 01	more of		n 1/3 to 2/3	2/3	or more of
	occurs	hour per we	eek	the	e time	of	the time	t	he time
Mechanical hazards		X							
Chemical hazards					X		<u> </u>		<u> </u>
Electrical hazards		⊠			×				
Fire hazards Explosives									
Communicable diseases									
Physical danger or abuse									
Other (specify)					<u> </u>				
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	d Centers								

Steel toe shoes, safety glasses, earplugs, masks, cotton clothing, leather gloves.

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite

- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
Job Title of Department Director nents:	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.